

Office of Public Instruction

Division of Health Enhancement and Safety

A Division of Coordinated School Health Programs

PROGRAM DESCRIPTIONS

2004

HEALTH ENHANCEMENT AND

SAFETY DIVISION

Division Administrator

**Director of
School Nutrition**

School Lunch
School Breakfast
Afterschool Snack
Special Milk
Summer Food
Food Distribution
Cooperative Food Purchasing
Team Nutrition

**Director of
Traffic Education**

Driver Education
Advanced Driving Training

**Director of
School Health**

Coordinated School Health
Safe and Drug-Free Schools
21st Century Learning Centers
HIV/AIDS Education
Health/Physical Education
Youth Risk Behavior Survey
School Health Profile

HEALTH ENHANCEMENT AND SAFETY DIVISION

VISION STATEMENT

To encourage the development of coordinated school health education programs that are designed to prevent major health problems and health-risk behaviors among youth and promote healthy lifestyles, families and communities.

State and national studies show that many Montana school-aged youth engage in behaviors that put them at risk for injuries, HIV/sexually transmitted diseases, unwanted pregnancies, drug and alcohol abuse, and suicide. Additionally, health risk behaviors – such as tobacco use, improper diets, and physical inactivity – developed during childhood place young people at risk for chronic disease later in life.

The Health Enhancement and Safety Division plays a key role in fostering and maintaining the physical, emotional, social and mental health of students and their environment while promoting healthy lifestyles as personal and societal responsibilities. The three units within the Division – Coordinated School Health Unit, School Nutrition Unit, and Traffic Education Unit – include the following programs and areas of responsibility: Health Enhancement (Health and Physical Education), HIV/STD Education, Safe and Drug-Free Schools and Communities, 21st Century Community Learning Centers, School Nutrition Programs (School Lunch, School Breakfast, Milk, After School Snack, Summer Food, Cooperative Food Purchasing, Food Distribution, and Team Nutrition), Driver Education and Advanced Driver Education.

The Coordinated School Health work is funded through a cooperative agreement with the Centers for Disease Control and Prevention of the U.S. Department of Health and Human Services. The Safe and Drug-Free Schools and Communities and 21st Century Community Learning Centers programs are funded through grants from the U.S. Department of Education, the School Nutrition Programs are funded through grants from the U.S. Department of Agriculture, and the Driver Education and Advanced Driver Education programs are funded with state special revenue/proprietary funds.

DIVISION GOALS

The major goals of the Health Enhancement and Safety Division include:

- 1. Provide technical assistance to schools and communities in all program areas, including implementing guidance of federal program guidelines and requirements. Responsibilities include training, program planning, development, implementation, assessment, and reporting.*
- 2. Provide curricular and instructional materials to schools for use by teachers in the program areas identified. These materials include curricular scope and sequence, curricula guidelines, and classroom-based activities, as well as guidelines for program and student assessment.*
- 3. Develop and maintain a cadre of regional Health Enhancement/HIV Trainers who are trained and equipped to provide health-related training to professional, administrative and support staff at the school site.*

4. *Develop and maintain a cadre of Driver Education Instructors who are trained and equipped to provide traffic-related instruction to students and advanced training to adults.*
5. *Promote a coordinated school health approach in Montana schools and increase the number of schools that provide planned, sequential and age-appropriate health and physical education at each grade level.*
6. *Monitor the availability, utilization and quality of school food services in Montana schools.*
7. *Monitor the health-related behavior of Montana youth in six categories: intentional and unintentional injury, tobacco use, drug and alcohol use, dietary imbalances, sexual behavior, and physical inactivity. The monitoring of health-related behaviors will include the general student population in grades 7 - 12, youth in alternative high school settings, American Indian youth in reservation and in urban schools, and youth with special needs.*
8. *Maintain cooperative working relationships with:*
 - Y *other state agencies, professional associations, state non-profit and for-profit organizations, and community-based organizations to effectively provide a continuum of services for youth to promote positive health behaviors through the most cost-effective means possible;*
 - Y *Montana's school administrators through frequent communication and presentations at regional and state association meetings in order to secure administrative support for program activities;*
 - Y *the Centers for Disease Control and Prevention, the U.S. Department of Agriculture, the U.S. Department of Education and the Montana Legislature to maintain existing sources of funding, provide all necessary applications and reports, and provide information and input regarding future program goals and objectives; and*
 - Y *other programs within the Office of Public Instruction, including communication both up and down the chain of command, in order to coordinate the effective delivery of educational services.*
9. *Conduct evaluation activities to provide information necessary to assess progress and to assist in improving division work plan activities.*

Montana Office of Public Instruction Division of Health Enhancement and Safety

Richard Chiotti Administrator

Coordinated School Health Unit

Cathy Kendall Coordinated School Health Programs Director
Safe and Drug-Free Schools Program Specialist

Susan Court HIV/AIDS/STD Program Specialist
Health Enhancement (Health/Physical Education) Specialist
Youth Risk Behavior Survey Specialist

Gary Pfister 21st Century Community Learning Centers

Marion Erp Division Administrative Officer

Connie Smith CSH Unit Administrative Assistant

School Nutrition Unit

Christine Emerson School Nutrition Programs Director

Diane Dolan }
Holly Humphrey } { School Nutrition Programs Specialists
Debi Miller } { Afterschool Snack Specialists
Kimala Pullman } { Special Milk Specialists

Sofia Janik Summer Food Program Officer
School Nutrition Programs Accountant

Kenadine Johnson School Food Cooperative Purchasing Program Coordinator

Judy Wilson Food Distribution Program Coordinator

Alison Routzahn School Nutrition Programs Administrative Assistant

Katie Bark Team Nutrition Specialist (at MSU-Bozeman)

Traffic Education Unit

David Huff Driver Education Program Director
Advanced Driver Education Program Director

Fran Penner-Ray Driver Education Programs Administrative Assistant

Coordinated School Health

Purpose: The intent is for the state health and education agencies to collaboratively focus efforts on developing the infrastructure within each agency that can effectively promote coordinated school health education programs. The priorities of the program are to: (a) provide support for coordinated school health education programs for Montana schools and to improve the capability of schools to provide effective, appropriate and culturally relevant school health education programs to students, and (b) to implement an organizational structure with the state education agency and the state health agency that will provide leadership and coordination for school health education programs that are designed to prevent health risk behaviors and health problems.

Source of Funds: None

OPI Subgrantees: None

OPI Funding: None

Subgrantee Funding: None

Contact Persons: Cathy Kendall, (406) 444-0829, cakendall@state.mt.us
Rick Chiotti, (406) 444-1963, rchiotti@state.mt.us

Safe and Drug-Free Schools and Communities

- Purpose:** The Safe and Drug-Free Schools and Communities (SDFSC) Act (Title IV – 21st Century Schools, Part A, of ESEA as reauthorized by the No Child Left Behind Act of 2001) is designed to support programs to prevent violence in and around schools, and to strengthen programs that prevent illegal use of alcohol, tobacco and other drugs; that involve parents; and that are coordinated with related federal, state and community efforts. The SDFSC Act authorizes drug and alcohol prevention education, violence prevention education, comprehensive health education, professional development for school personnel, program evaluation, and limited expenses for security equipment and the hiring and mandatory training of security personnel.
- Source of Funds:** U.S. Department of Education
- OPI Subgrantees:** Local education agencies (public schools must serve as prime applicant districts; private schools may serve as participating districts). An LEA is eligible to receive funds based upon the following formula: 60% of the allocation is determined by the district's Title I Part A allocation for the previous year; 40% is based upon the district's enrollment for the prior year including the nonpublic enrollment in schools within the boundary of the LEA.
- OPI Funding:** The 2003-2004 funding level is \$128,383.
- Subgrantee Funding:** Of the total grant award, \$1,707,656 is available to LEAs that complete an application contained in the Consolidated Application for ESEA funding.
- Contact Persons:** Cathy Kendall, (406) 444-0829, cakendall@state.mt.us
Marion Erp, (406) 444-1951, merp@state.mt.us

21st Century Community Learning Centers

Purpose: The 21st Century Community Learning Center Act (Title IV, Part B, of ESEA as reauthorized by the No Child Left Behind Act of 2001) provides funds to LEAs and community based organizations through a competitive grant process. Awards must be for \$50,000 or more and are commitments for 5 years.

The 21st Century Community Learning Centers provide opportunities for academic enrichment during non-school hours (before-school, after-school and summer) in a community learning center environment. Services reinforce and complement regular academic programs, and offer literacy and educational development to families.

Award priority must be to eligible entities that propose to serve: a) students who primarily attend schools eligible for schoolwide programs; or (b) schools that serve a high percentage of students from low-income families; and the families of students described in (a) or (b). Priority shall also be given to applications submitted jointly by LEAs receiving funds under Title I, Part A, and community based organizations or other public or private entities.

Source of Funds: U.S. Department of Education

OPI Subgrantees: Local education agencies, community-based organizations, and other public or private entities, and consortia of two or more such agencies, organizations, or entities.

OPI Funding: The 2003-2004 funding level is \$137,797.

Subgrantee Funding: Of the total grant award for this year, \$2,665,660 has been awarded to eligible entities through a competitive grant process. Additional funding for new awards has not yet been determined by the Department of Education.

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HIV/AIDS/STD Education

- Purpose:** The program is designed to prevent the spread of HIV infection, and to expand and strengthen the capacity of local education agencies to plan, implement and evaluate the effectiveness of health education, including HIV/STD education. Program priorities are:
- Policy - Promote LEA adoption of HIV/STD policies consistent with the Centers for Disease Control (CDC) guidelines.
 - Curriculum - Assist LEAs in developing, strengthening and implementing planned, sequential, skills-based comprehensive school health curricula intended to prevent behaviors that will result in HIV/STD infection. Curricula should conform to accepted practice guidelines and have credible evidence of effectiveness in impacting the behaviors that place young people at risk of HIV infection.
 - Teacher Training - Provide staff development for teachers to acquire the skills they need for effectively delivering skills-based health education curriculum.
 - Classroom Implementation - Work toward the effective delivery of HIV/STD curricula and the integration of HIV/STD prevention education within the context of coordinated school health education in the classroom.
 - Efforts Targeting Youth in High-Risk Situations - Develop the capacity of schools, alternative schools and other agencies to provide education for preventing important health-risk behaviors among indigent youth, minority youth, youth with special education needs and other youth in high-risk situations, including staff development for those who work with youth in high-risk situations.
 - Involvement of Young People - Involve youth in planning, implementing and evaluating HIV/STD prevention efforts to help assure that program efforts address the needs of youth.
 - Data Collection - Conduct surveys to establish the health risk behaviors of youth, and to determine the implementation level of coordinated school health education.
 - Evaluation - Assess the work plan for school-based HIV prevention education at regular intervals.
- Source of Funds:** Centers for Disease Control and Prevention's Division of Adolescent and School Health.
- OPI Subgrantees:** None
- OPI Funding:** The 2003-2004 funding level is approximately \$217,000. The award period does not correspond to the state fiscal year; the award period is March 1 – February 28.
- Subgrantee Funding:** None
- Contact Persons:** Susan Court, (406) 444-3178, scourt@state.mt.us

Health Enhancement

(Health and Physical Education)

Purpose: This program is designed to strengthen the capacity of local school district to plan, design, implement, and evaluate health and physical education (health enhancement programs). It also assists in the review and development of teacher preparation standards for Montana's units of higher education, and the review of accreditation standards at the K-12 local district level.

- Curriculum: Assist local school districts in the development, design, implementation and evaluation of health and physical education (health enhancement) curricula. This includes the development of state-model curricula and assessment materials.
- Policy: Assist local school districts in the development and adoption of school policies relating to health promotion and safety.
- Resource Materials: Assist local school districts in the implementation of health and physical education (health enhancement) curricula and programs through the development of resource materials.
- Teacher Preparation Standards: Assist and coordinate the review of Montana's Teacher Preparation Standards for the units of higher education involved in the preparation of Montana's health and physical education teachers.
- Inservice/Preservice: Promote quality health enhancement programs at the K-12 and higher education levels through inservice to local K-12 school districts, preservice programs at units of higher education for prospective teachers and through staff development for instructors of higher education.
- Accreditation Standards: Assist local school districts in the implementation of programs meeting Montana's Accreditation Standards as required by the Board of Public Education.

Source of Funds: State General Fund

OPI Subgrantees: None

OPI Funding: None

Subgrantee Funding: None

Contact Persons: Cathy Kendall, (406) 444-0829, cakendall@state.mt.us
Susan Court, (406) 444-3178, scourt@state.mt.us

Youth Risk Behavior Survey

- Purpose:** The Youth Risk Behavior Survey monitors the health-related behaviors of Montana youth in six categories: intentional and unintentional injury, tobacco use, drug and alcohol use, sexual behaviors, dietary imbalances and physical inactivity. The monitoring of health risk behaviors will include the general student population in grades 7-12, youth in alternative high school settings, American Indian youth in reservation and in urban schools, and youth with special needs.
- Source of Funds:** Centers for Disease Control and Prevention, Division of Adolescent and School Health.
- OPI Subgrantees:** None
- OPI Funding:** The 2003-2004 funding level is \$34,850. The award period does not correspond to the state fiscal year; the award period is March 1 – February 28.
- Subgrantee Funding:** None
- Contact Persons:** Susan Court, (406) 444-3178, scourt@state.mt.us

School Health Profiles

Purpose: The School Health Profiles (Profiles) was first implemented in 1996 to assess characteristics of and trends in health education and health policies among middle/junior high schools and senior high schools. The Profiles is conducted biennially usually in the spring semester. The Profiles is an assessment of various topics addressed in health education courses, physical education and physical activity programs, nutrition-related policies, and asthma management activities.

Source of Funds: Centers for Disease Control and Prevention, Division of Adolescent and School Health.

OPI Subgrantees: None

OPI Funding: The 2004-2005 funding level is \$0.

Subgrantee Funding: None

Contact Persons: Susan Court, (406) 444-3178 or scourt@state.mt.us

National School Lunch Program

Purpose: The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

The U.S. Department of Agriculture administers the program at the federal level. At the state level, the NSLP is administered by School Nutrition Programs, which operates the program through agreements with school food authorities.

Priorities: School meals must meet the Dietary Guidelines for Americans, which recommend that no more than 30 percent of an individual's calories come from fat, and less than 10 percent from saturated fat. Regulations also establish a standard for school lunches to provide one-third of the Recommended Dietary Allowances of protein, vitamin A, vitamin C, iron, calcium, and calories.

Children from low-income families are provided lunches free or at a reduced-price of 40 cents or less based on FAIM/Food Stamp eligibility or according to a family size and income scale announced annually by the Secretary of Agriculture.

Source of Funds: U.S. Department of Agriculture (USDA)

OPI Subgrantees: Public or nonpublic private schools of high school grade or under and public or nonprofit private residential child care institutions may participate in the NSLP.

OPI Funding: SNP receives USDA state administrative expense funds (\$286,964 in 2004) and state match funds (\$74,999 in 2004) to administer all School Nutrition Programs, including the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Special Milk Program and the USDA Food Distribution Program.

Subgrantee Funding: Funding for school-level NSLPs comes in the form of a cash reimbursement for each meal served. The USDA determines each year, by formula set by law, the reimbursement rate for free and reduced-price lunches, as well as the general assistance subsidy for each student lunch served.

2003 - 2004	Paid Lunches	Reduced-Price Lunches	Free Lunches
Reimbursement Rates	\$.21	\$1.79	\$2.19

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School Breakfast Program

Purpose: The School Breakfast Program (SBP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It began as a pilot project in 1966, and was made permanent in 1975.

The U.S. Department of Agriculture administers the program at the federal level. At the state level, the SBP is administered by School Nutrition Programs, which operates the program through agreements with school food authorities.

Priorities: Regulations require that all school meals meet the recommendations of the Dietary Guidelines for Americans. In addition, breakfasts must provide one-fourth of the daily-recommended levels for protein, calcium, iron, vitamin A, vitamin C and calories.

Children from low-income families are provided breakfasts free or at a reduced-price of 30 cents or less based on FAIM/Food Stamp eligibility or according to a family size and income scale announced annually by the Secretary of Agriculture.

Source of Funds: U.S. Department of Agriculture (USDA)

OPI Subgrantees: Public or nonpublic private schools of high school grade or under and public or nonprofit private residential child care institutions may participate in the SBP.

OPI Funding: SNP receives USDA state administrative expense funds and state match funds to administer all School Nutrition Programs, including the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Special Milk Program and the USDA Food Distribution Program.

Subgrantee Funding: Funding for school-level SBPs comes in the form of a cash reimbursement for each breakfast served. The USDA determines each year, by formula set by law, the reimbursement rate for free and reduced-price breakfast, as well as the general assistance subsidy for each student breakfast served.

2003 - 2004	Paid Breakfast	Reduced-Price Breakfast	Free Breakfast
Breakfast Reimbursement Rates	\$.22	\$.90	\$1.20
Severe Need Reimbursement Rates	\$.22	\$1.13	\$1.43

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Afterschool Snack Program

Purpose: The National School Lunch Program (NSLP) offers cash reimbursement to help schools serve snacks to children in afterschool activities aimed at promoting the health and well being of children and youth in our communities. A school must provide children with regularly scheduled activities in an organized, structured and supervised environment; include educational or enrichment activities (e.g., mentoring or tutoring programs).

The U.S. Department of Agriculture administers the program at the federal level. At the state level, the SBP is administered by School Nutrition Programs, which operates the program through agreements with school food authorities.

Priorities: Afterschool snacks can be served to all school-age children who are 18 or under at the start of the school year. To be reimbursable, each snack must include at least two different food items of the following four: a serving of fluid milk; a serving of meat or meat alternate; a serving of vegetable(s) or fruit(s) or full strength vegetable or fruit juice; a serving of whole grain or enriched bread or cereal. Examples of a reimbursable snack may include pretzels and 100 percent juice, or an apple and a carton of milk.

If the Afterschool Snack Program that is "area eligible" (i.e., located in a school or in a school attendance area in which at least 50 percent of the enrolled children qualify for free or reduced-price meals), then all snacks will be reimbursed at the free rate, regardless of an individual student's eligibility. If the Afterschool Snack Program is not area eligible, snacks will be reimbursed at the free, reduced price or paid rate depending on each individual child's eligibility.

Source of Funds: U.S. Department of Agriculture (USDA)

OPI Subgrantees: In order for a school to participate, it must run the NSLP and sponsor or operate an afterschool care program that provides children with regularly scheduled educational or enrichment activities in a supervised environment.

OPI Funding: SNP receives USDA state administrative expense funds and state match funds to administer all School Nutrition Programs, including the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Special Milk Program and the USDA Food Distribution Program.

Subgrantee Funding: Funding for school-level Afterschool Snack Programs comes in the form of a reimbursement for each snack served. The USDA determines each year, by formula set by law, the reimbursement rate for free and reduced-price snack, as well as the general assistance subsidy for each student snack served.

2003-2004	Paid Snacks	Reduced-Price Snacks	Free Snacks
Reimbursement Rates	\$.05	\$.30	\$.60

Contact Persons: Christine Emerson, (406) 444-2502, cemerson@state.mt.us
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Special Milk Program

Program: The Special Milk Program (SMP) provides milk to children in schools and childcare institutions who do not participate in other federal meal service programs. The program reimburses schools for the milk they serve.

Schools in the National School Lunch or School Breakfast Programs may also participate in SMP to provide milk to children in half-day pre-kindergarten and kindergarten programs where children do not have access to the school meal programs.

The U.S. Department of Agriculture administers the program at the federal level. At the state level, the SMP is administered by School Nutrition Programs, which operates the program through agreements with school food authorities.

Priorities: Participating schools and institutions receive reimbursement from the USDA for each half-pint of milk served. They must operate milk programs on a nonprofit basis. They agree to use the federal reimbursement to reduce the selling price of milk to all children.

Source of Funds: U.S. Department of Agriculture (USDA)

OPI Subgrantees: Public or nonpublic private schools of high school grade or under and public or nonprofit private residential child care institutions may participate in the SMP.

OPI Funding: SNP receives USDA state administrative expense funds and state match funds to administer all School Nutrition Programs, including the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Special Milk Program and the USDA Food Distribution Program.

Subgrantee Funding: Funding for school-level Special Milk Programs comes in the form of cash reimbursement per half-pint of milk served to children based on the assigned rate.

2003 - 2004	Paid Milk	Free Milk
Reimbursement Rates	\$.13	Cost

Contact Persons: Christine Emerson, (406) 444-2502, cemerson@state.mt.us
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 Kim Pullman, (406) 444-3532, kpullman@state.mt.us

Summer Food Service Program

Purpose: The Summer Food Service Program (SFSP) helps children in lower-income areas get the nutrition they need to learn, play, and grow throughout the summer months when they are out of school. Approved sponsors are reimbursed for the meals they serve and their documented costs of running the program. All meals are served free to eligible children.

The U.S. Department of Agriculture administers the program at the federal level. At the state level, the SFSP is administered by School Nutrition Programs, which operates the program through agreements with sponsors.

Priorities: SFSPs are operated as open, enrolled, or camp sites. Open sites are in areas where 50 percent or more of the children come from families with incomes at or below 185 percent of the federal poverty level, making them eligible for free or reduced-price school meals. Meals are served free to any child at the open site. Enrolled sites provide free meals to children enrolled in an activity program at the site where at least half of the children are eligible for free and reduced-price meals. The program may also be offered in camps. However, in camps, only the meals served to eligible children may receive funding.

Source of Funds: U.S. Department of Agriculture

OPI Subgrantees: SFSP sponsors must be organizations that are fully capable of managing a food service program. Public or private nonprofit schools; units of local, municipal, county, tribal, or state government; private nonprofit organizations; public or private nonprofit camps; and public or private nonprofit universities or colleges may apply to sponsor the program.

OPI Funding: School Nutrition Programs receives USDA state administrative expense funds (\$38,124 in 2003) to administer the program.

Subgrantee Funding: Funding for individual SFSPs comes in the form of cash reimbursement for each meal served. The USDA determines each year, by formula set by law, the reimbursement rate for free meals served and the administrative cost rate. Government-donated are also available to SFSP sponsors.

2004	Breakfast	Lunch/Supper	Snack
Meal Reimbursement Rates	\$1.38	\$2.41	\$.56
Administrative Cost Reimbursement Rates	\$.1375	\$.2525	\$.0675

Contact Persons: Christine Emerson, (406) 444-2502, cemerson@state.mt.us
Sofia Janik, (406) 444-2521, sjanik@state.mt.us

USDA Food Distribution Program

Purpose: Schools participating in the National School Lunch Program (NSLP) receive commodity foods through the Food Distribution Program. The U.S. Department of Agriculture purchases the foods through direct appropriations from Congress, and under price support and surplus programs.

The U.S. Department of Agriculture administers the program at the federal level. At the state level, the NSLP is administered by School Nutrition Programs, which operates the program through agreements with school food authorities.

Priorities: School districts that participate in the National School Lunch Program are to incorporate the commodity foods received into the school lunch menu on a routine basis.

Source of Funds: U.S. Department of Agriculture (USDA)

OPI Subgrantees: Public or nonpublic private schools of high school grade or under and public or nonprofit private residential child care institutions that operate the NSLP may participate in the Food Distribution Program.

OPI Funding: SNP receives USDA state administrative expense funds and state match funds to administer all School Nutrition Programs, including the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Special Milk Program and the USDA Food Distribution Program.

Subgrantee Funding: Funding in the form of government donated foods is distributed to Schools based on the number of reimbursable lunches served.

Schools are guaranteed 0.1575 cents per lunch for the 2003-2004 school year. School Nutrition Programs uses state match money for the benefit of public schools by paying for limited processing and for the warehousing and delivery of the food to the respective school food authorities.

Contact Persons: Christine Emerson, (406) 444-2502, cemerson@state.mt.us
Judy Wilson, (406) 444-4415, juwilson@state.mt.us

Cooperative Food Purchasing Program

- Purpose:** The Cooperative Food Purchasing Program provides lower prices to public and nonprofit private schools and residential child care institutions participating in the National School Lunch Program (NSLP). The Program allows small schools to take advantage of substantial cost savings. The cost of each food item is the same to all participating schools regardless of size or location.
- Priorities:** All food items on the bid are screened to ensure quality, nutritional integrity and student acceptability. There are no restrictions on the quantity or type of food the school can order.
- Source of Funds:** User's fee.
- OPI Subgrantees:** Public or nonpublic private schools of high school grade or under and public or nonprofit private residential child care institutions that operate the NSLP may participate in the Cooperative Food Purchasing Program.
- OPI Funding:** School Nutrition Programs receives approximately \$58,000 in administrative fees from the users to administer the program. During the 2003-2004 school year, the percentage charged to schools decreased from 2.5 percent of the total cost of their food orders to 1.5 percent due to an excess of funds from the previous year.
- Subgrantee Funding:** N/A
- Contact Persons:** Christine Emerson, (406) 444-2502, cemerson@state.mt.us
Kenadine Johnson, (406) 444-4412, kennie@state.mt.us

Team Nutrition Program

Purpose: Team Nutrition provides schools with education materials for children and families; technical assistance materials for school food service directors, managers, and staff; and materials to build school and community support for healthy eating and physical activity.

The U.S. Department of Agriculture administers the program at the federal level. At the state level, the NSLP is administered by School Nutrition Programs, which operates the program through an agreement with Montana State University.

Priorities: Team Nutrition's goal is to improve children's lifelong eating and physical activity habits by using the principles of the Dietary Guidelines for Americans and the Food Guide Pyramid.

Source of Funds: U.S. Department of Agriculture

OPI Subgrantees: The state agency partners with public or nonpublic private schools of high school grade or under and public or nonprofit private residential child care institutions that operate the NSLP to provide training and technical assistance to support nutrition education efforts.

OPI Funding: School Nutrition Programs was awarded a USDA Team Nutrition Training Grant in September 2003 totaling \$199,753 that will help fund training projects through September 2005.

Subgrantee Funding: Schools receive nutrition education materials for children and families and technical assistance materials for school staff.

Contact Persons: Christine Emerson, (406) 444-2502, cemerson@state.mt.us
Katie Bark, RD, (406) 994-5641, kbark@state.mt.us

Traffic Education Program

- Purpose:** The program is designed to develop, administer and supervise a statewide program of instruction in high school traffic education.
- Policy: Promote and assist all Montana high school districts in offering and conducting high-quality, low-cost traffic education courses for all eligible, young, novice drivers within their geographic boundaries.
 - Curriculum: Assist schools in developing, strengthening and implementing a comprehensive, sequential, skills-based traffic education program which results in injury prevention and improved risk management. Local curriculum must meet and/or exceed all state traffic education requirements and guidelines.
 - Teacher Training: Provide and/or sponsor high quality pre and in-service training and education so teachers can acquire and maintain the skills they need to provide effective traffic education programming.
 - Leadership: Provide the leadership to establish effective traffic education programs throughout the state.
 - Technical Assistance: Provide technical assistance to administrators and instructional staff by answering daily questions about program requirements, teaching methods, instructional materials, the "Cooperative Driver Testing Program," program scheduling, vehicle procurement, budgeting, licensing, assessment and curriculum.
 - Local Program Review: Conduct annual paper and periodic on-site traffic education program reviews to monitor each local program and recommend appropriate changes to enhance program effectiveness.
 - Educational Materials: Develop and make available a variety of educational materials for students, parents, teachers and the public.
 - State Conference: Annually co-sponsor and conduct the State Traffic Education Conference for all traffic education instructional staff statewide
- Source of Funds:** Funds come from a portion of driver license fees.
- OPI Subgrantees:** Montana public school districts are eligible to receive a per/student reimbursement provided they run an OPI-approved program. The program requirements include approved instructors, vehicles, and organization.
- OPI Funding:** The administration funding for 2003–2005 is an annual appropriation of \$108,700.
- Subgrantee Funding:** The 2003-2005 funding level is approved for \$1,000,000 annually, but dependent upon special revenue (Revenue estimates are \$650,000 - \$800,000 per year). The funding is dispersed in August following the state fiscal year.
- Contact Persons:** David Huff, (406) 444-4396, dhuff@state.mt.us
Fran Penner-Ray, (406) 444-4432, fpenner-ray@state.mt.us

Montana Advanced Driving Program/Facility

Purpose: This program provides advanced driver training instruction for Driver Education Teachers, School Bus Drivers, State Employees and other individuals needing or desiring to enhance their driving skills for critical driving situations. Thirteen (13) professional and certified instructors staff the program.

- Policy: Promote safe driving through crash avoidance training workshops. Conduct high-quality, low-cost advanced driver education courses for traffic educators, school bus drivers, transportation providers, firefighters, emergency medical personnel, Montana Department of Transportation (MDT) maintenance persons, and the general public.
- Curriculum: Develop and prescribe a comprehensive, sequential, hands-on, skills-based curriculum to enhance the injury prevention potential of all training.
- Teacher Training: Provide high quality pre and in-service training and education for all instructional staff.
- Leadership: Provide the state leadership to establish a strong and effective program.
- Facility and Vehicle Maintenance: Manage and direct all maintenance of the facility and vehicles.
- User Coordination: Authorize all facility use. Schedule and supervise all public and private facility user groups to avoid potential conflicts.
- Fiscal Management: Provide a cost-effective program by establishing appropriate user fees and controlling expenditures. Direct and manage all program planning, budgeting, work assignments, personnel performance appraisals and program evaluation

Source of Funds: Funding comes from users' fees. There are no state-appropriated funds used to manage this facility and conduct the Advanced Driving Program. The program is authorized by the legislature each biennium.

OPI Subgrantees: None

OPI Funding: User fees are used to administer the program.

Subgrantee Funding: None

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